



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

MEMORANDUM

DATE: July 11, 2006  
TO: County Clerks  
FROM: Michigan Department of State, Bureau of Elections  
SUBJECT: New Program for Compiling and Submitting Election Returns Introduced

New procedures have been developed for reporting your unofficial and official election returns following statewide primaries and elections. The new procedures are designed to save you time, benefit the public and bring a new level of efficiency to the reporting process. The new reporting program will be in place for the upcoming August 8 primary and November 7 general election. This memo explains how the new reporting program will operate:

***Reporting unofficial election returns on election night:*** Under the new reporting process, your office will be required to log on to a secure website after the polls close on election night and enter the county's vote totals into a template designed to accept the county's unofficial returns. For convenience, the template will be pre-filled with the candidates' names. After completing the template, you will be required to submit it via the Internet to the Michigan Department of State's Bureau of Elections.

In preparation for the implementation of the new reporting system, you will be contacted by phone for a training session on the use of the system reporting form. Detailed written procedures will also be provided. To participate in the program, you must have access to the Internet via Microsoft's Internet Explorer browser. (Your QVF PC may be used if convenient.)

- The new reporting system will permit you to update any returns submitted as necessary.
- An on-screen confirmation will be provided when you submit your unofficial returns or update the reported results.
- With the introduction of the new on-line reporting program, the fax will be employed to transmit unofficial election results as a back-up system only.
- Bureau staff will be available after the polls close on election night to assist you with the use of the system should you have any questions.

***Reporting official election returns after certification of results:*** To facilitate the completion and submission of the county's certified election results, the on-line reporting program permits you to print out an "official canvass" for completion by your county canvassing board.

- The official election results will be printed on the form as you have entered them into the system.

- The canvassers must sign the printed form and affix the county seal.
- An original copy of the certified results must be forwarded to the Michigan Department of State's Bureau of Elections by mail as in past years.

**Questions?**

If you have any immediate questions, please feel free to contact Evelyn Quiroga of this office at 517-335-2790 or [quirogae1@michigan.gov](mailto:quirogae1@michigan.gov).